

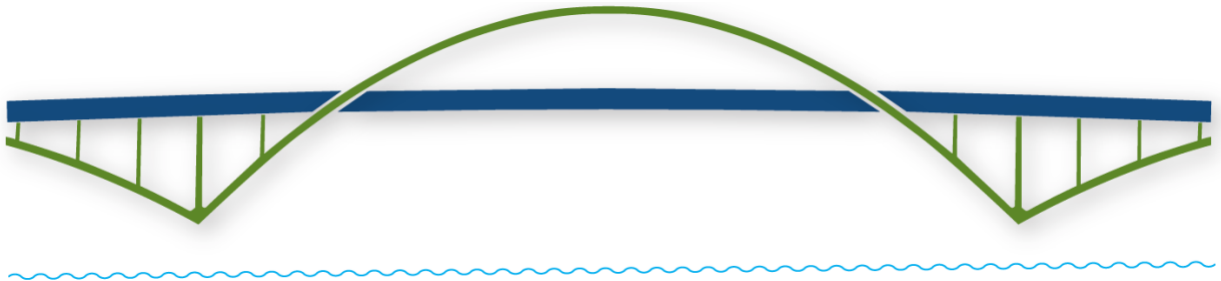
VIRTUAL LIONS TRAINING

2020 - CLUB PRESIDENT



***e*-PARTICIPANT MANUAL (PM)**

Building a Bridge into the Future



What is the future we want to create?

What is the bridge we want to build?

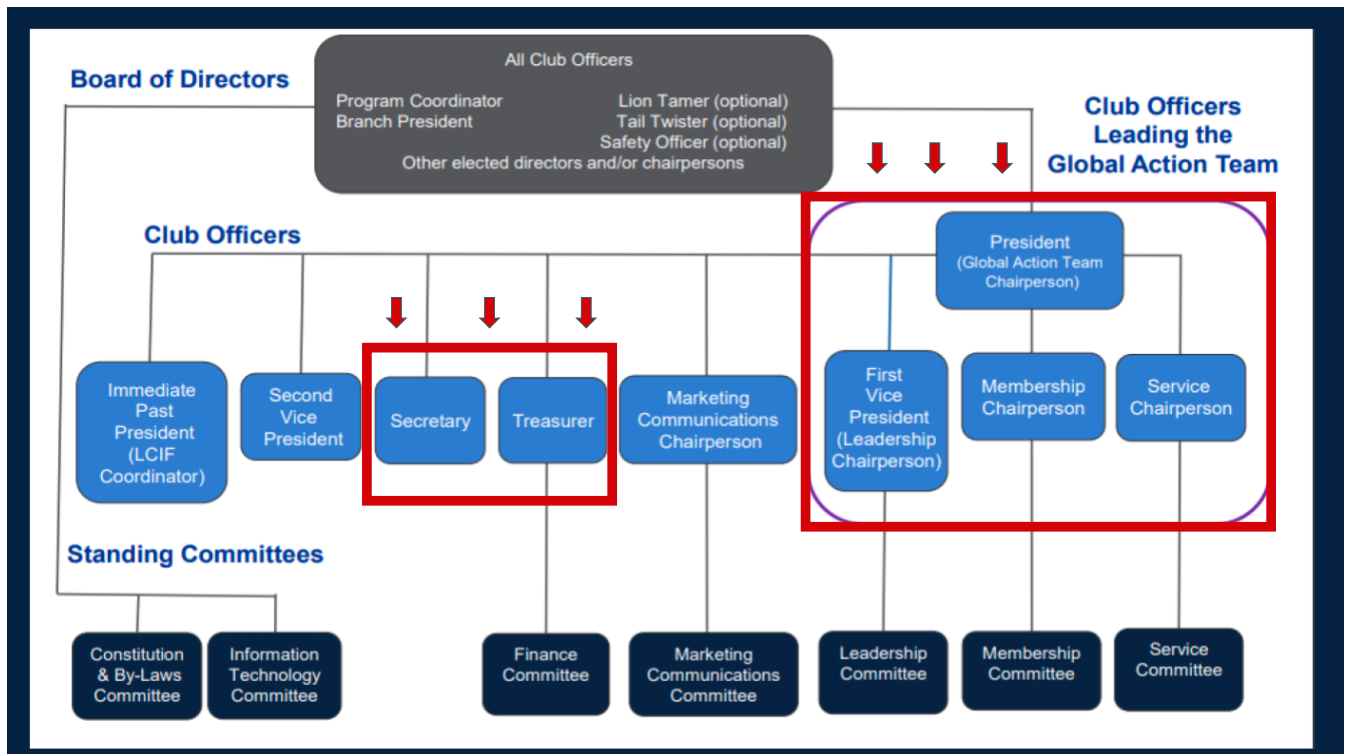
SESSION OBJECTIVES

At the end of this session, participants will be able to:

- Explain the role and responsibilities of the club president
- Develop and put the club plan into action
- Plan and manage a meeting
- Access additional resources as needed

PRE-ASSIGNMENT

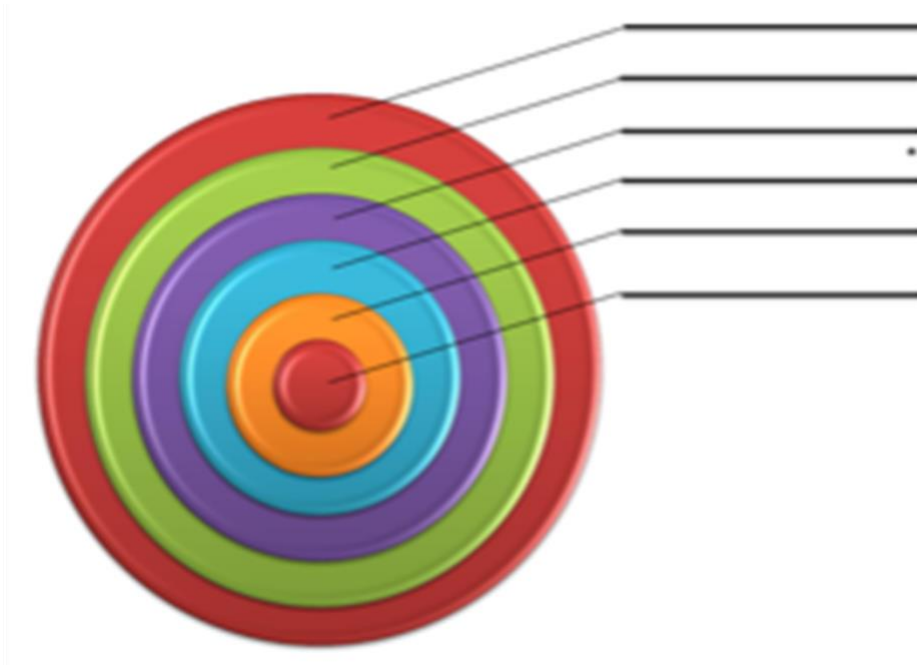
1. Print Participant Manual (PM) for note taking.
2. Complete pages 3 and 4 in this PM.
3. Review President’s Monthly Planner.
4. Preview President and Vice President’s e-Book.



Section 1: Introduction

Structure of Lions Clubs International

(Fill in the blanks as you see fit)



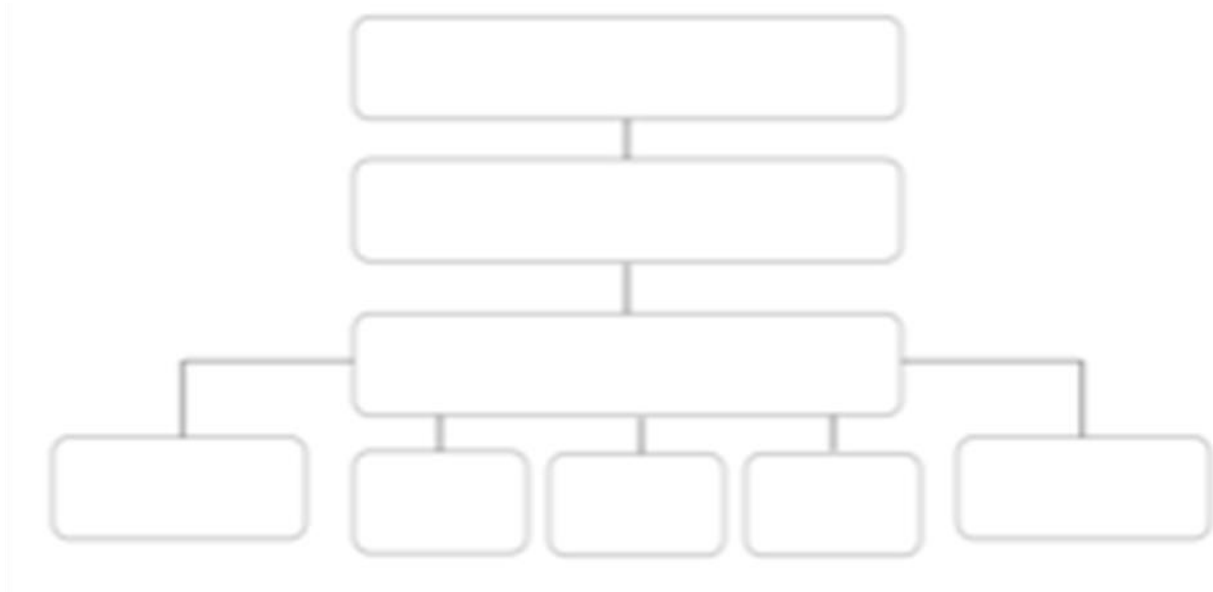
1. _____ clubs make up a zone.
2. _____ clubs make up a region*.
3. A district is comprised of _____ clubs with _____ active members.
4. Several districts in a given area comprise a _____.
5. Each Lions club is in one of seven _____.

**Regions are optional*

Section 2: Your Club Leadership Team

Club Organizational Chart

(Fill in the chart)



As president, you are the chief executive officer of the club!

- ***You have limited power (no absolute authority) and your authority to act comes from directives from the board of directors, club members and club’s constitution and bylaws***
- ***You work in cooperation and have shared responsibilities with your board of directors***

The board of directors includes:

- ***the president***
- ***the immediate past president***
- ***vice presidents***
- ***secretary***
- ***treasurer***
- ***Lion tamer (optional)***
- ***tail twister (optional)***
- ***membership chairperson***
- ***any other elected directors***

Club Meetings, Districts/Multiple District Conventions, and Constitutional Area-wide Events

<i>Monthly Events:</i>	<i>Notes</i>	<i>Resources</i>
<i>Club Meetings:</i>	<ul style="list-style-type: none"> The club meeting is the time to focus on the great service the club is providing the communities it serves. Prepare Agendas. Work with your club secretary to organize, prepare and distribute the agenda for club meetings. Lead the meetings, including keeping the meeting on track with the agenda to make the best use of Members' time. Follow-up after the meetings. Complete any follow-up required after a meeting in a timely fashion. Check Minutes for needed follow-up. 	<ul style="list-style-type: none"> Your Club, Your Way Hosting LCI guests New Members Induction Ceremonies LCI Video Presentations Resource Center
<i>Board of Directors Meetings</i>	<ul style="list-style-type: none"> Focus on working "in" the business: this includes both the business functions of the club, and the programs operations. Agendas – Be sure to set an expectation that all officers and chairpersons report to a monthly basis to ensure transparency of operations. Minutes and committee report - Communicate prior to the board meeting to provide reminders to officers. Follow-up – Keep the club active with meeting all of its fiduciary and due diligence obligations to the association and any local governing body as required by local law. 	
<i>Quarterly Meetings</i>		
<i>Zone Meetings</i>	<ul style="list-style-type: none"> Zones consist of a group of 4 to 10 surrounding area clubs. A zone meeting includes club officers from these clubs Usually. Meetings are held during the first three quarters of the fiscal year, led by your zone chairperson. <i>Often times the zone chair asks a club to report regarding service, membership or other events.</i> 	<ul style="list-style-type: none"> The Model District Governor Advisory Committee Meeting
<i>Annual Events</i>		
<i>The Annual Club Business Meeting and Elections</i>	<ul style="list-style-type: none"> Elections are usually held at the beginning of the fourth quarter (April). As club president, you are responsible for the work of the nominations committee. The nominations committee will provide information for the names of those who have been nominated for officer and director positions. See "Exhibit" in the Standard Club Constitution and By-Laws. 	<ul style="list-style-type: none"> Refer to the Standard Club Constitution and By-Laws for the provisions regarding elections.
<i>District/Multiple District Conventions</i>	<ul style="list-style-type: none"> <i>You may also be called upon to assist with several tasks associated with the district or multiple district conventions.</i> <i>Work with the club secretary to complete any requested registrations for district events.</i> <i>Check with the convention organizers for the opportunity to participate in the printed convention program ad pages or club reports.</i> <i>Process documents and any local club endorsement requirements for members running for higher officer positions.</i> 	<ul style="list-style-type: none"> <i>The delegate formula is defined in The International By-Laws, Article IX.</i>
<i>Constitutional Area-wide Events</i>	<ul style="list-style-type: none"> <i>Lions Clubs International Forums</i> <i>All Lions are invited to participate in the event where the Forum is held.</i> 	
<i>International Events</i>	<ul style="list-style-type: none"> <i>All Lions are invited to participate in these events.</i> 	

Meeting Preparation Checklist

STEP	NOTES	COMPLETE (✓)
1. Determine tasks and desired outcomes		
2. Determine actions to meet outcomes		
3. List agenda items &	Agenda item - Person responsible	
4. Coordinate guests and speaker		
5. Set timeframe	Date confirmed: Start time: End time:	
6. Finalize logistics (as needed)	Zoom Meeting: Location and room: Materials: Equipment: Food and beverage:	
7. Create agenda	(See sample agenda)	
8. Communicate with members and speakers	Agenda and supporting materials sent? Speakers prepared?	
9. Set up room/Zoom Meeting	Check seating: Put out materials: Check equipment functioning: Check lighting, heating/air-conditioning, etc.	
10. Prepare yourself	(This final step is the MOST important! Even if other things go wrong, your meeting will be successful if YOU are prepared!) Organize materials Sequence speaking notes Think positive thoughts	

Sample Meeting Agenda

A typical meeting agenda may include the following:

ITEM	DETAILS	APPROXIMATE TIME
Call to order by president		7:00 pm
Introduction of guests	Past District Governor Lee Mayor Armstrong Mrs. Pierce from local high school	7:05 pm
Reading and approval of minutes of previous meeting		7:10 pm
Program	Guest Speaker: Mrs. Pierce discussing possibility of Leo club at local school and describing existing service projects of students	7:15 pm
Unfinished business	Continue discussion of project for elderly Report on results of fund raiser Report on activities of membership committee	7:30 pm
New business	Discussion of potential Leo club Other	7:50 pm
Recognition	Recognize efforts of fund raiser chairperson and committee	8:25 pm
Adjournment	Announcement of next meeting time/place	8:30 pm

(Guest speaker, dinner, entertainment, etc.) may either precede or follow the business portion.

Facilitation Skills Checklist: INFORMATION

Make sure that audience has all the material they need to understand each agenda item.	✓
Organize your thoughts for clear presentation.	✓
Read through your presentation before the meeting or practice it with another person.	✓
Be brief and to the point.	✓
Avoid unnecessary information.	✓
Allow people to ask questions or make observations, but table lengthy discussions to a more appropriate time.	✓
Employ good presentation skills: Eyes <ul style="list-style-type: none"> • Maintain eye contact • Do not read from notes Voice <ul style="list-style-type: none"> • Vary tone • Pause frequently • Use appropriate volume and pace Body movement <ul style="list-style-type: none"> • Use hands/body naturally • Balance stance • Vary gestures • Do not "fidget" with pens, pointers, or other objects Language <ul style="list-style-type: none"> • Use appropriate vocabulary level for audience • Define new or technical terms • Avoid "jargon" and confusing figures of speech 	✓
Other:	✓
Other:	✓
Other:	✓

Facilitation Skills Checklist: DISCUSSION/DECISION

Distribute any materials that the audience may need to review.	✓
Invite participation.	✓
Set discussion rules for time and enforce them.	✓
Clearly state "what" it is the group is to decide.	✓
Make sure that all of the facts of the topic are clearly understood.	✓
Allow all points of view to be presented, but keep the discussion focused.	✓
Remain non-judgmental.	✓
When the discussion gets off track, remind people of the focus and table anything that can be handled at a different time.	✓
Use standard meeting procedures, such as Roberts Rules of Order (a guide for conducting meetings and making decisions as a group).	✓
Employ the following discussion facilitation skills: <ul style="list-style-type: none"> • Active listening (Paraphrase and summarize frequently) • Ability to involve participants • Ability to manage participant behavior • Tact and diplomacy 	✓
Other:	✓
Other:	✓
Other:	✓

Facilitation Skills Checklist: RECOGNITION

Prepare well in advance.	✓
Assess recent projects and achievements.	✓
Discuss recognition with club and committee leaders	✓
Get to know members and the things they enjoy to provide appropriate recognition.	✓
Review LCI formal recognition programs frequently to determine eligibility for formal awards.	✓
Provide recognition that is appropriate and meaningful to the recipient.	✓
Make the recognition specific and timely.	✓
Set aside a special portion of time during the meeting specifically for member recognition.	✓
Be SINCERE!	✓
Other:	✓
Other:	✓
Other:	✓
Other:	✓
Distribute any materials that the audience may need to review.	✓

Meeting Follow Up Checklist

Step	Notes		Complete ✓
1. Logistics Problems Next meeting			
2. Evaluation for improving future meetings			
3. Meeting minutes			
4. Follow up on action items	Responsibility	Person(s) responsible	

Sample Format: Meeting Minutes

Date: _____

Start Time: _____

End Time: _____

Attendees: _____

Main Purpose of Meeting: _____

Unfinished business: discussions, decisions

1.

2.

3.

4.

New business: discussions, action items (with responsibility)

1.

2.

3.

4.

Speaker/Program Description _____

Recognition:

Next Meeting Date: _____ Time: _____ Location: _____

Items for Next Agenda: _____

Recorder: _____

Resources:

You can gain additional insight and information by familiarizing yourself with the documents and taining material on the following Lions Clubs International website.

Webpages:

- Club Officer Orientation
- The Leadership Resource Center
- The Lions Learning Center
- Lions Clubs Member Resources
- Managing a club References:
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Purchase Club Items Online at the LCI Shop- the Club Supplies Store is an easy way to order the most common club supplies and Lions Clubs International branded merchandise.

Here are some of the most frequently requested items:

- Club Meeting Supplies - This section of the club supplies online catalog contains gavels, gongs, meeting forms, and member name badges.
- New Member Kits - These kits help make a new member feel special with a Lions pin, Certificate of Membership and a membership card.
- Lions Apparel - This area contains club vests, shirts, caps and other popular clothing items; many that may be customized with your club’s information.
- Peace Poster Kit - Please note that these kits are available for purchase only from January 15 through October 1 each year.
- Awards and Medals - Browse this department for various medals and certificate hold
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Additional Great Resources





Your Club, Your Way!



Blueprint For A Stronger Club



Club Quality Initiative



Club President and 1st Vice President



<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-president-vice-president>

Key Resources



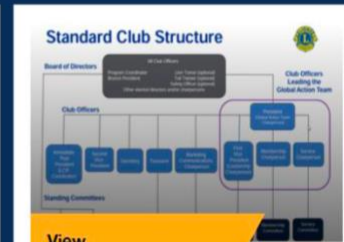
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Club President and First Vice President e-Book



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Constitution and By-Laws: Standard Club



View

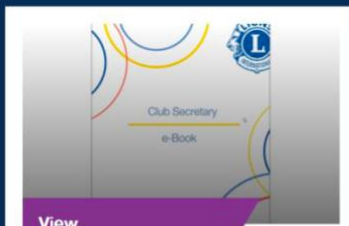
Standard Club Structure

Club Secretary



<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-secretary>

Key Resources



View

Club Secretary e-Book



View

Constitution and By-Laws: Standard Club



View

Standard Club Structure

Club Membership Chairperson



<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-membership-chairperson>

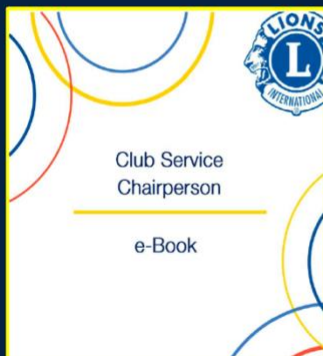
Key Resources



Service Chairperson



<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-service-chairperson>



Marketing Communication Chairperson



<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-marketing-communications-chairperson>

MyLion™



Note: A separate training session will be provided on MyLCI and MyLion.